Automatic Jobs Page

Step One – Set Up the Tags

TAGS may set up by the help desk, or the Post can set them up as the first piece of content is created. We recommend contacting the help desk so that they can set the tags up on the back-end and so that we maintain consistency throughout the enterprise. Submit a ticket to embassy@america.gov .

If the Post chooses to set up their own tag(s), please make sure that the syntax of the tag is: Cityname Vacancies.

Using India as an example:

   a.   New Delhi Vacancies
   b.   Chennai Vacancies
   c.   Hyderabad Vacancies
   d.   Kolkata Vacancies
   e.   Mumbai Vacancies

Step Two – Create the first Job Post

Posts for job vacancies are created like any other, with a few exceptions:

1.   To display properly, we recommend creating the TITLE of the Post in the following format:

     Position Name - Job # (Close Date)

2.   **Set** the Job to expire at 11:59 PM Local time on the Close Date.

3.   **Categorize** as Job Opportunities.

4.   **Tag** with the appropriate "Cityname Vacancies"

Posts created in this manner will automatically display on the Job Openings at the Embassy page of the website.

Step Three – Create the Automatic Listing

1. **Open** the Jobs page in EDIT.
2. **Replace** the main body of the page with the following text and shortcode(s):

All Vacancies (in H3)

[display-list category="job-opportunities" display-posts post_status="publish" order="ASC"]

Location One (in H3)

[display-list tag="location-one-vacancies" display-posts post_status="publish" order="ASC"]

Location Two (in H3)

[display-list tag="location-two-vacancies" display-posts post_status="publish" order="ASC"]

Location Three (in H3)

[display-list tag="location-three-vacancies" display-posts post_status="publish" order="ASC"]